On any of the normal ordering that I have been asked to do, I have just used a generic purchase order similar to the one following this page. Most of the companies that I have placed orders with or purchased goods from have purchase orders in their catalogs or on the websites. I simply have used these and provided a receipt for online purchases for which I have been given permission.

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| Garfield County School District P.O. Box 398 145 East Center Street Panguitch, Utah  84759 Ph. 435-676-8821 Fax. 435-676-826 | PURCHASE ORDER |
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| Garfield COunty school district  [Company Slogan]  P.O. Box 398 145 East Center Street Panguitch, Utah  84759 Ph. 435-676-8821 Fax. 435-676-826 | | | | | | Purchase Order | | | | | | | |
|  | | | | | | | | | | | | | |
| TO:  [Purchaser Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone Number] | | | | SHIP TO:  [Recipient Name]  [Company Name]  [Street Address]  [City, ST ZIP Code]  [Phone Number] | | | | | | P.O. Number:  [P.O. number]  [The P.O. number must appear on all related correspondence, shipping papers, and invoices] | | | |
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| 1. Please send two copies of your invoice. 2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above. 3. Please notify us immediately if you are unable to ship as specified. 4. Send all correspondence to:   Janece  [Street Address] [City, ST ZIP Code]  [Phone Number]  [Fax Number] | | | | | |  | SHIPPING AND HANDLING | | | | | |  |
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